EMPLOYMENT OPPORTUNITY CITY OF MARIETTA

PERSONNEL DEPARTMENT, 205 LAWRENCE STREET, MARIETTA GA. 30061

AN EOUAL OPPORTUNITY EMPLOYER

24-HOUR JOB LINE (770) 794-5571

Website: www.mariettaga.gov

JOB TITLE: DEPUTY COURT CLERK JOB NUMBER: 04-114

MUNICIPAL COURT

SALARY RANGE: Grade: 544 Entry Level: \$11.03 per hour

Market Level: \$11.63 per hour

ESSENTIAL JOB FUNCTIONS:

1. Maintain files of Court records i.e., citations, motions, warrants, subpoenas, etc. and enters data into the computer.

- 2. Collect fee payments from bonds, fines (traffic, <u>photo-red-light</u> and parking), and forfeitures, and posts to court cases into the State of Georgia automated data application system which issues necessary receipts, and the following related duties:
 - Verify daily receipts and reconcile with collections from fine/fee payments for deposit.
 - Prepare daily cash collection reports for the Finance Department.
- 3. Assist defendants and lawyers (walk-ins or by phone) with various inquiries concerning the court system.
- 4. Issue continuances of court date and enter into computer; accept court filings by mail or delivered by person and officially "file into the court"; open, "file in" and distribute mail; process background record checks and prepare certified copies of court documents as required.
- 5. Process photo-red-light affidavits and appeals. Prepare photo-red-light appeal materials for court hearings.
- 6. Enter final court dispositions in computerized traffic docket and submit to Department of Public Safety and/or Georgia Crime Information Center (GCIC). File cases in completed section of records area. Request arrest photo after final disposition of individuals and prepare associated paperwork for mandatory publication in newspaper.
- 7. Determine if certain criteria are met and prepare license suspension notices and releases as required; determine if certain criteria is meet and prepare warrants and dismissals when required.
- 8. Provide court room support functions including:
 - Attend all court hearings as needed including; plea arraignment, motions and revocation hearings and non-jury trials.
 - Monitor and update court calendar and process paperwork for the judge while in court.
- 9. Acquire criminal and driver history through GCIC to calculate fine amounts, determine mandatory court appearances, and insure the individual does not have outstanding warrants from other jurisdictions.
- 10. Evaluate failure to appear cases and determine warrant status, license suspensions, bond forfeitures. Issue appropriate actions including hearing notices, court date calendars and orders of forfeiture.

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CITY OF MARIETTA

MARIETTA POWER & MARIETTA WATER

JOB TITLE: DEPUTY COURT CLERK JOB NUMBER: 04-114

Municipal Court

ESSENTIAL JOB FUNCTIONS (continued)

11. Prepare monthly billing of past due parking and photo-red-light citations, locate owners of vehicles through use of GCIC and tag information, generate list of vehicles for use by the Parking Enforcement Officer that allows "booting or towing" of violators, and other parking or photo red-light related duties.

QUALIFICATIONS:

- High school graduate or GED and a minimum of two years progressively responsible administrative
 experience. Court administration or related administrative experience highly desired. Knowledge and skill
 in account management with ability to balance daily cash collections with receipts. Ability to apply business
 mathematics required.
- Ability to communicate with the public in an effective, courteous, and professional manner to include regular interaction with offenders, attorneys, and victims.
- Must have ability to consistently process a large case load in a fast-paced environment.
- Ability to operate cash register, credit card processing equipment, calculator, PC with network computer equipment, and related office software. Skill with MS Windows, MS EXCEL, and WORD applications. Ability to learn other applications as needed.
- Ability to learn the Marietta City Code and Official Code of GA Annotated.
- Knowledge of general office procedures and modern office equipment.
- Ability to learn the policies and procedures of a Municipal Court system.
- Ability to pass Georgia Crime Information Center (GCIC) certification test within three months of hire date.
- Required to sign an "Awareness Statement" which states that the employee can be fined or face criminal prosecution (up to \$2,000 or 2 years in prison) if incorrect information is released or if inappropriate data is obtained through the use of GCIC.
- Ability to type 40 wpm with skill and accuracy. Test to be given at time of application.
- Required to take oath of office concerning job duties as required by statute.
- Required to become a Notary Public at time of hire.
- Credit history, criminal background including fingerprint check required at time of hire.

REQUIREMENTS: TYPING TEST - 40 WPM.

BACKGROUND INVESTIGATION INCLUDING A CREDIT HISTORY, FINGERPRINT & CRIMINAL

RECORD CHECK. SUCCESSFUL COMPLETION OF 6-MONTH

WORKING TEST PERIOD.

APPLICATION DEADLINE: OPEN UNTIL FILLED

CITY OF MARIETTA

MARIETTA POWER & MARIETTA WATER